

Glossary of Terms & Index (Continued)

The location - page number - of the term is indicated in parentheses after the term.

LD (Legislative District) (13,6) – An area encompassing a number of election districts in which a County Legislative Member is elected.

Leader (4,14) – The political head of a local (Town, City, or LD) Committee. Minimum function is to act as liaisons between their County Committee and their local Committee.

Lever (or Pointer) – the bar that a voter pushes down to indicate a vote.

LTED – A Board code for a Legislative District or Town and an Election District (eg.50002: Greece, ED 2)

Machine Diagram – see sample ballot

Machine Face – The ballot as displayed on the machine.

Machines (15,16,17)

Orange Dot Items (13,17) – Materials that must be returned to a Board of Election Supply Return Location in the City or to the Town Hall and Town Clerk in the Towns on election night after the polls close.

Paper Roll (16,17) – a roll of paper wound around a metal spool located in a small compartment at the back of machine. Write in votes are recorded on the paper roll.

Poll Book (17)– The ledger containing a voter's name, address, and signature in which a voter must sign before they allowed to vote on the machine. In a Primary, all eligible voters enrolled in each party having a Primary will be in separate poll ledgers labeled by party.

Polling Sites (6,12,14,16,17)

Primary Election (3) – An election within a party for an office or offices. The winner appears on the General Election ballot.

Primary Lever – A lever located on the right hand side of the machine that inspectors must set to the party of the voter entering the machine. Used only in a Primary Election.

Primary Slips – Colored slips of paper corresponding to parties that are given to voters after they sign the poll ledger (of the same color) and then are given to an inspector at the machine who sets the Primary Lever. Used only in a Primary Election.

Protective Counter – A dial located on the right hand side of the machine that records the total number voters who have ever entered the machine and pulled the red handle.

Public Counter – A dial located on the right hand side of the machine that records the total number of voters that have entered the machine and pulled the red handle for that particular election.

Red Handle – The metal rod that voters pull to the right to close the curtains and begin voting and then pull to the left to open the curtains after the votes have been indicated.

Sample Ballot – A paper diagram of the machine face

Seal (17) – a metal strip that is placed through the entrance button.

Spanish Interpreters (8) – Persons appointed to translate between Spanish speaking voters and the election inspectors.

Street Directory - Listings with all house numbers and streets within a site.

Street Guide (16) – Listings with house numbers and streets within an ED.

Substitute Inspector (4,6,9) – A trained inspector interested in working in an election district on election day, but not assigned to an election district.

Supplies (13,16)

Revised 7/1/05

Election Inspector Coordinator Handbook



MONROE COUNTY BOARD OF ELECTIONS

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Introduction from Peter & Nancy

Coordinators are the link between the Board and our inspectors. You are who we speak to most often, who we rely on to schedule our inspectors, make sure they are trained, and trouble-shoot on Election Day. You are the supervisory eyes and ears of our efforts. Nancy and I are grateful for the work you do. This manual is an expression of our desire to make sure you are well equipped to do your jobs before, during and after an election day. And always remember that we are here, backing you up. Never hesitate to call with questions or comments, especially with suggestions about how we can improve our inspector program. Again, thank you for your hard work and dedication to making our elections a success.

Glossary of Terms & Index

The location - page number - of the term is indicated in parentheses after the term.

Absentee Ballot (3) – A paper ballot issued by the Board of Elections, prior to Election Day, for voters who will be out of the County or in County but ill.

Active Inspector (4,6)– An inspector working in an election district for a given election.

AD (Assembly District) – An area encompassing a number of election districts in which an Assembly member is elected.

Affidavit Ballot (15) – A paper ballot issued to a voter who is otherwise not in a poll ledger but who lives in the ED.

B Machines – A second machine assigned to an election district due to an excess in the number of voters in that election district.

Call-In District (7) - An ED selected by the Board of Elections to call-in turnout figures (public counter number) at specific times throughout the day.

Chair (12) – The head inspector elected by the team of 4 inspectors on an election day; the chief political position of a County Committee; an officer of a local Committee responsible, at minimum, for specific Committee functions and conduct of meetings.

Consolidated Districts – Occurs when the voters in two or more Election Districts are combined into one poll ledger and machine.

District – A generic term that can refer to an ED, LD, AD, State Senate District, or any other jurisdictional area.

District Maps (17) – A street map, usually of an LD or Town, displaying an ED overlay. Used to locate polling sites and direct voters.

ED (Election District) (5,7,15) – The smallest political unit usually comprising neighborhoods and indicted by a number (e.g. ED 24). Voters must vote in their election districts. Inspectors serve in an election district. Committee members are elected from an ED.

Emergency Ballot (15) – A paper ballot issued only when a machine breaks-down and only with permission from the Commissioners.

Emergency Release Lever – A small metal lever located under the party fist cards that is used to release the red handle without casting any votes.

Entrance Button (17) – The button on the right hand side of the machine pushed before a voter enters the machine.

Etiquette (14)

Expressed Interest Inspector (4) – A voter, untrained to be an election inspector, interested in becoming an election inspector.

Fist Card – The dark hand with index finger pointing that displays the name of a party in the front of the machine.

Flip Chart – A resource included in election day supplies that lists a variety of solutions to challenges that may face inspectors throughout the day.

General Election (3) – An annual election open to any registered voter.

Hispanic District (7) – An ED determined though census figures to possess over 5% Spanish-speaking population.

Hold Inspector – A trained inspector unable to work in a given election due to illness or vacation, who is selected out by a Coordinator.

I Voted Stickers – a round adhesive that has “I voted today” on it. Inspectors should hand these stickers to voters, not place them directly on clothing.

Election Procedures (Continued)

Closing the Polls & Canvassing the Machine

Reminder: Voters already in line at 9:00pm must be permitted to vote.

Activities must be done in bi-partisan teams (1 Republican & 1 Democrat).

The procedure for closing the polls after 9:00pm is:

Canvassing the Machine

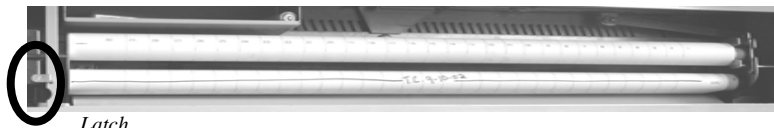
1. Insert the #2 key into the #2 lock. Turn down the key to turn the machine "off."
2. Open the back of the voting machine with the #3 key.
3. Two (2) inspectors one from each party, read the vote totals from the back of the voting machine loudly and clearly.
4. Two (2) inspectors record the numbers on the canvass sheet and yellow tally sheet.
5. If the date line is no longer visible, cut the paper roll



**Voting
Machine
Dials**



**2 Key turns
off machine**



Latch

Paper Rolls. showing no write-in votes cast (date-line)

Closing the Polls – Lock-Up and Re-Pack Supplies

1. Replace the Handicap Accessible crank.
2. Close and lock the back of the voting machine with the #3 key.
3. Complete the "...when the polls close section", of the Statement of Canvass: All four (4) inspectors must sign it.
4. Seal the poll ledger with the two stickers provided in the "chairperson envelope."
5. Take down signs.
6. Re-Pack carefully. Separate ORANGE DOT items from the other materials and place in ORANGE DOT bag. DO NOT place orange dot items in the machine.
7. Repack plastic bags according to the recommendations at the right. All supplies except those with an orange dot must be placed in the machine.
8. Never throw any written materials away: pack them with the supplies sent back in the voting machine.
9. Secure the seal in the entrance button.
10. Lock the front of the voting machine with the #3 key.
11. If one is present, bring the flag inside the polling site.
12. Place machine keys in orange dotted return key envelope and place in orange dotted bag.
13. Inspectors do not need to cover the machine and should not wait for the machine to be picked up.
14. Return orange dot items to the designated location.

Message from the Commissioners



*Commissioner
Peter Quinn*



*Commissioner
Thomas Ferrarese*

A coordinator's job is very important to the electoral process. Your work with your party leader and efforts to secure dedicated inspectors serves both the voters and our community. You are part of the Board of Elections.

The integrity, knowledge and professionalism we work for is reflected by you throughout the county.

Every year is a busy year. 2005 brings with it the challenge of elections to local offices, including all 29 seats in the County Legislature. There will be a busy primary in the City and may be some primaries in some Towns.

In 2004, we began to see the changes due to HAVA. This year, we will prepare for even more changes in 2006.

We are confident that you will handle the job with accuracy, efficiency, and enthusiasm. Your loyalty to the Board and the voters ensures the success of a fair and honest Election Day.

The Election Process

The process that creates a Primary in September and then General Election in November can actually begin as early as March. This is a brief description of how elections occur.

Sometime between March and June, local, county and state parties will hold **nominating meetings** (or conventions) to select or **designate** candidates. Designated candidates are then placed on **Designating Petitions** (state candidates achieve ballot status directly through the convention process). In order for a candidate to achieve ballot status, they must collect a set number of signatures depending on the office sought. Usually, Designating Petitions are passed in the first week of June and are filed at the Board of Elections in the second week of July. For any office, if more candidates are designated by the party than the number of positions available (e.g. four council seats available, but five candidates are designated) a **Primary** must be held.

Just after Designating Petitions are filed, **Independent Petitions** may be passed. These are petitions that name some other party and, like Designating Petitions, require a set number of signatures for a candidate to achieve ballot status, depending on the office. Independent Petitions are filed in early August. Candidates that qualify from filing an Independent Petition will appear on the **General Election** ballot.

Primary Elections are elections within parties that determine which candidates will represent their party in the **General Election**.

Only voters registered within a party experiencing a **Primary** may vote in that Primary.

Any registered voter may vote in a **General Election**.

Absentee Ballots are available to any registered voter if they are out of the County, in County but ill, or have a disability that prevents them from participating in a Primary, General Election, Presidential Primary or Special Election.

Election Procedures (Continued)

Street Guide

Street Guides are used by the inspectors to locate a voter's address in the election district.

Name Changes

A voter that changes their last name and still resides in the same election district must sign their old name in the space provided and then above that, sign their new name.

Election Times

General Election (November): 6:00am-9:00pm; inspectors arrive at 5:30am

Primary Election (September or March): **Noon-9:00pm**; inspectors arrive at **11:30am**.


Opening the Polls

At least one inspector from the other party is present.

All activities must be done in bi-partisan teams (one Republican and one Democrat).

The procedure for opening the polls in the morning is:

1. One of the four (4) Inspectors will arrive with supply bag. That Inspector must be on time.
2. Check the label on the supply bag with the tag on the voting machine to make sure they match.
3. Open the supply bag to remove the machine keys.
4. Open the front of the voting machine with the #3 key.
5. Remove the remaining 2 bags of supplies.
6. Snap curtains to inside of machine.
7. Plug in cord for the light. (In case of power failure the voting machine can still operate, the power is only needed for the light).
8. Remove the "sample voting machine" from inside the machine and place it on your table.
9. Check the voting machine face against the sample ballot to make sure they are the same.
10. Open the back of the voting machine with the #3 key.
11. Verify that all dials are at zero. If you find a number on the back of the voting machine on one of dials, attach a note to the canvass sheet signed by all four inspectors.
12. Make sure the dateline is visible on the paper roll.
13. If the voting machine is a labeled Handicapped Accessible remove the crank from the upper left-hand corner of the paper roll compartment.
14. Lock up the back of the voting machine with the #3 key.
15. Complete the "OPENING OF THE POLLS SECTION" on the canvass sheet and have all four (4) inspectors sign it.
16. Post the "DISTANCE MARKER" sign 100 feet from the entrance to the building.
17. Post the black and white "VOTE HERE" sign at the main entrance of the site. Post the blue handicap "VOTE HERE" sign on the handicap accessible entrance.
18. Display the flag.
19. Post the "DISTRICT MAP" and the "SAMPLE BALLOT" near the inspector table.
20. Hang "Arrow Signs."
21. Make sure the inspector table is neat.
22. Make sure the Poll Book, Street Guide and Flip Chart are on the inspector table.
23. Organize the supplies.
24. Break and remove the seal on the entrance knob.
25. Insert the #2 key in lock #2 and turn on the voting machine.
26. Place the key in a safe place.

<div> <div>  <div> <div>Monroe County Board of Elections</div> <div>Street Guide</div> <div>November 4, 2014</div> </div> </div> <div> <div>East Rochester, Election District 2</div> </div> </div>			
STREET NAME	E/D	Start	End
W CINCINNATI ST	W	300	500
W CINCINNATI ST	E	300	500
WINDHAM CRSS	E	2	10
WINDHAM CRSS	E	300	500
WILM ST	E	300	400
WILM ST	E	500	600
WILM ST	E	300	700
WILM ST	E	700	800
FOREST RD	E	2	10
GRANT ST	E	300	400
GRANT ST	E	300	400
GREENBARK ST	E	2	10
GREENBARK ST	E	1	9
MC KENZIE ST	E	300	400
MC KENZIE ST	E	300	400
POMEROY WALK	E	2	10
POMEROY WALK	E	2	10
ROCHESTER RD	E	300	500
W WINDHAM ST	E	2	10
LYNN ST	E	2	10
LYNN CRSS	E	1	9
W WASHINGTON ST	E	300	500
W WASHINGTON ST	E	300	500
WEST AVE	E	300	500
WEST AVE	E	2	10
WINDHAM CRSS	E	2	10

Election Procedures

- If a Voter is **not** in the correct Election District(ED) **then** Send the voter to the Correct ED (check Map, Verification Letter, or call Board of Elections)
- **A VOTER MUST BE IN THE POLL LEDGER TO VOTE ON MACHINE** (or have a Court Order)
- **A VOTER MUST BE IN CORRECT ED TO CAST A BALLOT.**
- If a Voter is in the poll ledger (and correct ED) **then** the voter must **Vote** on machine (Normal Poll Procedures)
- If a Voter lives in an ED, but is not in the poll ledger **then the voters may** Vote on an Affidavit Ballot (paper ballot) OR seek Court Order in the ED in which they live.

Affidavit Ballots

Affidavit Ballots are paper ballots issued when a voter is not in the poll ledger but declares they are residents of the election district. Ballots are voted on by the voter and placed in a white envelope. The envelopes must be filled out completely by the voter and the inspectors and then placed by the inspectors in the Affidavit/Emergency Return Envelope.

This form is used for marking choices on an affidavit ballot. It includes instructions for voters and a grid for marking choices for various offices and measures.

This form is the Affidavit Oath, which must be completed by both the voter and the inspector. It includes sections for voter information, inspector verification, and a declaration of the voter's residence.

This form is the Affidavit Ballot Envelope, which is used to place the affidavit ballot. It includes sections for voter and inspector information, a declaration of the voter's residence, and a declaration of the inspector's verification.

Emergency Ballots

Emergency Ballots are paper ballots issued only when a machine breaks-down and only when permission has been granted by the Commissioners. Ballots are voted on by the voter and placed in green and white envelopes. The envelopes must be filled out completely by the voter and the inspectors and then placed by the inspectors in the Affidavit/Emergency Return Envelope.

Coordinator Appointment

The Coordinator Program began as an effort to assist Committee Leaders with the vital task of appointing, scheduling, and supervising inspectors. The Leaders of each jurisdiction are responsible for recommending inspectors and Coordinators to the Commissioners.

Leader Recommendations

By May 1st, Leaders are asked to recommend an individual to the Commissioners for appointment as a Coordinator. Inspector Coordinators should be active members of their political committees. Inspector Coordinators should be experienced Inspectors who drive and have Election Day transportation. Inspector Coordinators must be available during all polling hours on all election days. They must attend one training session per year. Normally, an Inspector Coordinator may not serve as a paid Inspector; a leader may not serve as an Inspector Coordinator. Just as Coordinators assist Leaders, Leaders can help Coordinators by providing political backup, especially on Election Day and by recruiting additional inspectors through political committees.

Commissioner Appointment

Coordinators are appointed by the Commissioners for one year terms beginning on July 15th. At the time of appointment, Coordinators will receive a packet of information from the Board of Elections including initial inspector listings showing active (working) inspectors from the previous election and a supplemental listing of substitute and expressed interest inspectors.

Coordinator Duties – Overview

- Have TWO inspectors assigned to each Election District and report these assignments to the Board of Elections (BOE) on lists provided.
- When necessary, recruit new inspectors. The Board can provide you with lists that have the names, addresses, and phone numbers of registered voters of your party within election districts.
- Make sure inspectors attend training sessions. All inspectors must attend annual training and pass an examination. *In those instances that an inspector fails an exam, coordinators may be asked to administer a make-up test.*
- Ensure that Inspectors understand they *may not work* if they have not attended training and passed the exam.
- Attend a training session each year and take the test given.
- Visit polling sites and inspectors on each election day. Assist inspectors if they have questions. Ensure a smooth and orderly election day.
- Be available by phone 30 minutes before polls open and one hour after polls open. Make sure all inspectors have the coordinator's main contact number in case inspectors or BOE need to get in touch with you.
- Check with BOE at least once during Election Day.
- Cooperate and work with your counterpart of the other party. Make sure you are talking to him or her about supply pick-up and delivery, districts to visit on election day, and any other concerns or questions you might have.

Election Etiquette

Coordinators often have contact with people outside of the circle of inspectors they schedule. Your counterpart from the other party, other coordinators, the Commissioners, Leaders, custodians at polling sites, town or city clerks are examples of people you may interact with. When you are talking with someone, remember you are representing the Board not only to that person, but to anyone who can hear or see you. A calm but firm voice, well articulated position, and thorough knowledge of election procedure will help get your point across. And remember: the Board is always available if you have questions or concerns.

Inspectors

There are times you must be firm with your inspectors. But on the whole, recall that we would not be able to process an election without them. Try to sympathize with the inspectors: understand that many inspectors are accustomed to a particular polling site, a certain set of compatriots to work with and even to the voters they will be serving. Sixteen hours wears on many inspectors: be understanding about the time involved, the sometimes monotonous, other times rushed, environment that they deal with once or twice a year. You must be persuasive about getting inspectors to work and perceptive about making sure they will be ABLE to work to ensure the smooth conduct of elections.

Polling Site

When you enter a polling site, remember that the Board or the Town has made agreements to use that site. We need the sites. If you identify a problem, do not yell. Advise the inspectors tactfully and assist them if you can. If an inspector is being difficult, take them aside and solve the problem. If you interact with school staff, a custodian, a manager or any other worker, remember to do so calmly and with the intent to make it a smooth, efficient and well run election day.

Other Coordinators

Often, you will need the assistance of your counterpart in the other party and may need help from coordinators in your own party. Be courteous and helpful and that behavior will likely be reciprocated.

Post-Election Day

Within 3 days after a General Election, coordinators should:

Return their pay vouchers to the Board of Elections. The Board requires you to indicate on the form your TOTAL mileage (for all elections regarding the voucher). The total salary will be calculated by the Board using the current pay scale

After an election, coordinators should:

- Save your **final listings of inspectors** to check against next year's listings.
- Call your Election Inspector Coordinator at the Board and give a follow-up report regarding election day.

Coordinators may be contacted by inspectors post election for a variety of reasons including:

- Comments from inspectors about problems they encountered on election day, about concerns with other inspectors, or complaints about a polling site.
- NOT receiving a paycheck. Please direct the inspector to the phone number of the Town Clerk listed below. City inspectors should contact Becky at the City Clerk's office at 428-7421.

Rochester	428-7421	Henrietta	359-7040	Pittsford	248-6200
Brighton	784-5250	Irondequoit	467-8840	Riga	293-3880
Chili	889-3550	Mendon	624-6060	Rush	533-1312
Clarkson	637-1130	Ogden	352-2140	Sweden	637-2144
ER	586-3553	Parma	392-9461	Webster	872-7060
Gates	247-6100	Penfield	340-8600	Wheatland	889-1553
Greece	225-2000	Perinton	223-0770		
Hamlin	964-2421				

Coordinator Duties – Inspector Assignment

- Always try to schedule inspectors in your own LD or Town first; check with the Board of Elections if you are unsure where someone lives.
- Avoid half-day inspector assignments: always try to assign inspectors for full days
- You **MUST** use the Board of Elections listings: If there is no change, leave the name(s) listed alone; if there is a change (one or both of the inspectors listed are unable to work), cross-off the name or names and write in the new names and other information down below in the space provided. **REMEMBER:** When an inspector is scheduled to work, they will be made active; when they are not working, and they are trained, they will be made a substitute.
- Inspectors must be registered in your party (call Board of Elections if you have questions). They must be able to read and speak English and may not be the spouse, child, or grandparent of a candidate on the ballot in the ED.
- Schedule to cover the Election District with two inspectors. The Board does not endorse the idea of inspectors running back and forth between tables to cover multiple EDs within a site.
- If you find yourself short of inspectors and have exhausted your substitute and expressed interest listings, you have a few options: (1) Call the BOE and have us prepare a listing of registered voters in your party to recruit from; (2) call an adjacent coordinator and see if they can lend you their extra inspectors or (3) call your Leader and seek assistance.
- **At least 5 days before Election Day, submit a listing of your inspector assignments to your town clerk.**

Example of Inspector Listing

Inspector TENTATIVE Assignment Form - 2003 GENERAL ELECTION

November 4, 2003

PLEASE RETURN THIS LISTING TO THE BOE BY 10/17/03

Please use this listing for assignments. DO NOT make your own listing.

IRONDEQUOIT REPUBLICAN - EAST ⁵³⁹¹ RONALD J ADAMS 323-1655
11 PLEASANT AVE

Working Inspectors Phone # Residence Address St Yrs

LAURELTON ELEMENTARY SCHOOL 600 PARDEE RD

Iro-88 B ☐ H ☒ Call ☐ Assign TWO Inspectors per district; indicate all assignments (working inspectors) by "X" in box before Inspector Name; write in additions/corrections in blank spaces

<input type="checkbox"/> JENNIFER SULLIMAN 3047187	986-1232	181 DUNN RD 14609	A 36
<input type="checkbox"/> ALBIS TAMBERLAIN 15476371	252-6565	241 SCARLET AVE 14609	A 2
Correction/Addition:	Name:	Phone:	Residence Address and ZIP

HELENDALE ROAD SCHOOL 220 HELENDALE RD

Iro-89 B ☐ H ☐ Call ☒ Assign TWO Inspectors per district; indicate all assignments (working inspectors) by "X" in box before Inspector Name; write in additions/corrections in blank spaces

<input type="checkbox"/> GEORGE POOLE 14139715	225-2526	93 AMBER LN 14609	A 8
<input checked="" type="checkbox"/> RUTH TANKERMAN 15504057	456-5454	369 CRIMSON TER 14609	A 26
Correction/Addition:	Name:	Phone:	Residence Address and ZIP
HANNA JUSTINIAN	232-4645	111 VIOLET AVE 14609	

TRANSFIGURATION LUTHERAN CHURCH 3760 CULVER RD

Iro-90 B ☒ H ☐ Call ☐ Assign TWO Inspectors per district; indicate all assignments (working inspectors) by "X" in box before Inspector Name; write in additions/corrections in blank spaces

<input type="checkbox"/> BERNIE VERNAS 15487325	788-9898	71 RUSSETT AVE 14622	A 17
<input type="checkbox"/> SAMUEL LACKERMAN 20154533	332-3365	86 MAUVE BLVD 14609	A 1
Correction/Addition:	Name:	Phone:	Residence Address and ZIP

Section shows if ED has a B Machine, is a Hispanic District or is a Call-In District

Wednesday, December 03, 2003

* = Needs Exam

B= B District (2 Machines, 3 in spector s'party); H = Hispanic District; C = Call-In District

Page 1 of 1

If the two inspectors listed will be working, leave the entry alone; if not, cross-off the one not working and write in the new working inspector in the spaces provided

Coordinator Duties Inspector Signature Checklist

During the day, as Coordinators make their rounds of polling sites, they should remind inspectors to sign appropriate election related documents including:

- Affidavit Ballot Envelopes
- Affadavit/Emergency Return Envelope
- Emergency Ballot Envelope
- Pay Vouchers/Payroll Sheets
- Certificate of Service
- Key Return Envelope
- Paper Roll Return Envelope
- Canvass Report – Opening & Closing the Polls Sections

Special Duty – City Supply Return

Some City Coordinators have the additional duty of supervising the receipt of supplies at the end of the evening at one of the Board of Elections supply return locations. The inspectors in LDs 21, 23, 24, 26, 28 and 29 are responsible for dropping off their orange dotted bag containing their orange dotted items at the end of the evening to one of these locations. The Coordinators cross-off that the supplies have been received. The supplies are transported to the Board, where with the tally sheets from LDs 22, 25, and 27 are separated and the unofficial returns entered into the BOE election night reporting system.

Coordinator Duties – Election Day

General Elections

In a General Election, all election districts will report. Coordinators must assign 2 inspectors per election district. There may be multiple election districts in a polling site, but Coordinators must always assign inspectors per election district. General Elections will tend to have higher voter turnout. The greatest number of voters will turn-out in those years that a Governor and President are on the ballot. If there is a B machine, coordinators must assign 3 inspectors.

Primary Elections

For most Primary Elections, election districts will be consolidated. This means that two or more districts will vote on the same machine, have the same poll ledger and be staffed by one set of inspectors. Coordinators are responsible for assigning 2 inspectors per consolidated district. Usually, districts are consolidated in a polling site. (for instance, the Great Church might usually have both EDs 4 and 6, with their own machines, poll ledgers and staff of four inspectors in a General Election. In a Primary Election, districts 4 and 6 might be merged together with one machine, one poll ledger and one set of four inspectors).

Presidential Primary

The Presidential Primary is held every four years in March on the same year as the Presidential Election will occur. Usually, the election districts in a Presidential Primary are consolidated.

Local Registration

Local Registration usually occurs in October preceding a Presidential Election. All the supplies and information needed for registration will be at the registration site. The inspector's job is to assist the public in registering to vote, change their address or obtain an absentee ballot application. The Coordinator is responsible to assign two inspectors for each shift for all days of registration.

Supply Pick-Up & Delivery

In many of the Towns and in the City, Coordinators are responsible for picking-up the election day supply bags and delivering them to an inspector (often the Chair from the year before). Supply bag pick-up usually occurs three or four days prior to the election. The bags are picked up at the Board of Elections (or may be delivered) for the City Coordinators or at the Town Hall for Town Coordinators. City Coordinators must report which inspector has the supply bags at least 2 days before the election. Unless given permission from the Commissioners, the supply bags should never be opened prior to election morning.

SPANISH INTERPRETERS

*New York State Law provides that a Spanish interpreter be assigned to each polling site with a total Hispanic population of 5% or more. **Spanish Interpreters are responsible for translating between Spanish speaking voters and the election inspectors***

Spanish interpreters must:

- Be able to speak, write and read the English and Spanish languages fluently.
- Must be at the polling site during all polling hours.
- Must be able to attend a ½ hour training class

RULES AND REGULATIONS

1. The Spanish interpreter is the only other person allowed to sit at the same table as the election inspectors.
2. Their only role is to interpret between the voter and the inspectors.
3. If a Spanish speaking voter needs assistance (*Assisted Voter*) in the voting machine, two inspectors, one Democrat and one Republican along with the voter and the Spanish interpreter will enter the voting machine.
4. Under no circumstances may the Spanish interpreter enter the voting machine alone with the voter.
5. **Spanish Interpreters may not electioneer in any way.**

Coordinator Duties – Election Day

• AVAILABILITY FOR CONTACT

At the beginning of an election day, Coordinators should be available for at least 30 minutes prior to polls opening and one hour after polls opened to take calls from their inspectors or the Board of Elections.

• NO SHOWS

It is not unusual for there to be some inspectors unable to work on an election day as scheduled. Sometimes inspectors never show up at their election district. If this happens, Coordinators must fill the vacancies with substitute inspectors during the morning hours.

• POLLING SITE VISITS

Starting in mid-morning, Coordinators should begin to “make-the-rounds” and visit inspectors at polling sites. Prior to election day, the Democrat and Republican Coordinators for a particular jurisdiction should divide the polling sites between them. All polling sites should be visited on an election day.

Use these suggestions at the site:

- **OBSERVE** how the site is set up. Can the voter readily find the inspectors? Are materials organized so that voters can see them? Is there a smooth traffic flow through the polling site? Are the inspectors using their poll ledger, street guide and other materials as they have been trained? Suggest they consult their training manual or flip chart for additional assistance.
- **Encourage each Election District to elect a Chair.**

Coordinator Duties – Election Day

• POLLING SITE VISITS (continued)

- **Make sure the inspectors that are supposed to be assigned are actually the ones present.**
- **If multiple machines are present at a polling site, make sure that inspectors are seated at the table (ED) to which they were assigned.**
- Remind Inspectors that only the Inspectors can sit at the inspector table. If there is a Spanish Interpreter they are allowed to sit at the table as well.
- **SUPPLIES.** *Find out and note* which inspector is returning the supplies at the close of the polls. Ask the inspector if they know the return location. Remind inspectors that everything gets packed in the voting machine **EXCEPT THE ITEMS WITH AN ORANGE DOT.** ORANGE DOT items go in the orange dot bag and dropped off at the designated location.
- **CALL IN DISTRICTS.** If their election district is a call-in district remind them that they must call the Board of Elections at the designated times.
- On an election day, Coordinators should help assist and supervise inspectors. Election Inspectors should heed the advice of the Coordinators. **Remember, on an election day, both Coordinators, from either party, have the same authority and responsibility.**
- If any conflicts arise between the inspectors or the inspectors and a coordinator, call the Board of Elections
- Check in with the Board at least once during the day.